

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3424

TITLE: LIBRARIAN I

GRADE: S-20

DEFINITION:

Under direction, performs beginning professional library work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Librarian I differs from Librarian II in that Librarian I performs beginning professional library work, whereas Librarian II serves as assistant head librarian of a community library; the head of special collections, adult or children's services within a regional facility; or performs advanced technical work within a unit of the Technical Operations Division.

ILLUSTRATIVE DUTIES:

Acts as librarian for children's and young adult activities;
Plans and develops a related program and collection;
Conducts story hours and other special interest projects;
Guides the reading of patrons;
Aids adults and groups working with children and teenage young adults in book selection and in planning projects using library facilities and tools;
Recommends purchase, repair or discard of books and library materials;
Assists branch librarian in the general conduct of the branch and acts for branch librarian in his absence or at his direction;
Does reference work and assists the public in making the most effective use of library facilities;
Classifies and catalogs a wide variety of library materials;
Reads and reviews books;
Engages in a wide variety of public relations activities such as talking to adult groups and school classes about library facilities, submitting copies of news releases, and preparing displays;
May train and supervise subordinates.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of library science;
Knowledge of reference sources and methods;
Ability to classify and catalog material;
Ability to promote interest in library services;
Ability to develop and maintain effective working relationships with children, the general public and other employees.

EMPLOYMENT STANDARDS:

Graduation from college with a Master's degree from an ALA accredited library school, or completion of coursework towards a Master's degree from an ALA accredited library school.

CERTIFICATES AND LICENSES REQUIRED:

Virginia certification or Virginia provisional certification is required within three (3) months of hire date.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: April 29, 2003